



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 315 – Line Inspections

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	July 31, 2010 October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO, CIA	Number of Pages:	2
Forms Referenced in Procedure:	SAPD Form #109	Related Procedures:	None

.01 INTRODUCTION

This procedure establishes guidelines for conducting line inspections of officers' personal appearance, uniform/personal attire, and equipment.

.02 DISCUSSION

- A. Line Inspections is an on-going process to ensure officers are in compliance with Department rules, regulations, procedures, and orders in the areas of personal appearance, the proper wearing of the police uniform, and the use and maintenance of assigned equipment. Line inspections can be formal or informal inspections.
- B. Formal Line Inspections establish a process for documenting individual officer deficiencies. The process assigns specific timetables and responsibilities for conducting the inspection.
- C. Informal Line Inspections is an ongoing process conducted daily by Supervisors. Minor deficiencies in individual officer personal appearance and the maintenance of assigned equipment are brought to the officer's attention when they are identified by a supervisor.

.03 LINE INSPECTIONS PROCEDURE

- A. Unit/Shift Directors
 1. Conduct formal line inspections of all subordinates at least once each month. A supervisory officer may be assigned to conduct the formal line inspection in the absence of a shift/unit director.
 2. Document all inspections and deficiencies, if any, on SAPD Form #109, *Roll Call Inspection Report*, and
 3. Submit a written report to the Section Commander documenting formal line inspections and individual officer deficiencies.
- B. Supervisory Officers
 1. Assist the Shift/Unit Director with conducting the formal line inspection; and
 2. Record all inspections and deficiencies, if any, and the Shift/Unit Director's comments on SAPD Form #109.
- C. Section Commanders
 1. Monitor the formal line inspection process by occasional participating in a formal line inspection; and
 2. Review all inspection reports and roll call inspection report forms submitted by unit/shift directors.
- D. SAPD Form #109 - *Roll Call Inspection Report*
 1. SAPD Form #109 is used to document formal line inspections on all officers and to document deficiencies of individual officers who fail to meet departmental standards for personal grooming, uniform, and equipment during formal line inspections. This form may also be used to document deficiencies noted during informal line inspections.



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2. Shift/unit directors complete a SAPD Form #109 for all officers during formal line inspections. To complete the form, supervisors:
 - a. Check the appropriate deficiency space(s), if any deficiencies are found;
 - b. Briefly explain the deficiency in the comments section;
 - c. Set an appropriate date, dependent upon the nature and severity of the deficiency, for the officer to come into compliance;
 - d. Affix his signature in the appropriate space; and
 - e. Forward the report to the officer's immediate supervisor.
3. Supervisory officers meet with the officers who have deficiencies noted on SAPD Form #109, *Roll Call Inspection Report* and take the following actions:
 - a. Clarify the noted deficiency, the prescribed standard, and the date for compliance;
 - b. Affix his signature in the appropriate space on SAPD Form #109;
 - c. Require the officer to sign SAPD Form #109;
 - d. Provide a copy of SAPD Form #109 to the officer;
 - e. File the original SAPD Form #109 in the officer's field file;
 - f. Conduct a follow-up inspection on the compliance date; and
 - g. Complete the original SAPD Form #109 to reflect the date the deficiency was corrected.
4. In the event the officer has failed to correct the deficiency prior to the specified compliance date, the officer's immediate supervisor submits the appropriate correspondence along with a copy of SAPD Form #109 through the chain of command to the Division Commander recommending disciplinary action.